

Section 1: PURPOSE

The purpose of this policy is to set forth the City of Manteca's ("City") policy regarding workplace violence and to provide procedures for employees, supervisors and managers in addressing workplace violence issues.

Section 2: POLICY

It is the City's policy to promote a safe environment for its employees. The City is committed to maintaining a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Acts such as these will not be tolerated.

All City employees are responsible for maintaining a safe work environment. Employees who make threats, exhibit threatening behavior, engage in violent acts against the life, health, well-being, family or property of others while at work, or otherwise violate this Resolution may be removed from the premises and/or may be subject to disciplinary action, up to and including termination, and/or may be subject to criminal penalties.

In addition, City employees are prohibited from possessing firearms, weapons, or other dangerous devices in the workplace or at the work site unless expressly authorized by the nature of their work. This prohibition includes any simulated or toy weapons. Employees are prohibited from utilizing work tools and equipment as weapons.

Workplace violence is a serious issue; therefore, joking about violence or making false reports and unsubstantiated allegations about violence in the workplace as determined by the Incident Management Team, will not be tolerated and will be treated as a violation of this City policy. In addition, retaliation by employees against other employees who acting in good faith file a complaint or report violations of this Policy will not be tolerated and may result in disciplinary action, up to and including termination.

To assist the City in its efforts to maintain a violence-free workplace, and in the event that an employee feels they may be threatened at the workplace, employees are strongly encouraged to notify the City's Administrative Services Department about any restraining order in effect or any potentially violent situation outside of work that could result in violence in the workplace.

Section 3: DEFINITIONS

- A. Violence: Violence involves the exertion of force or aggression with the intent of causing injury or abuse. The examples listed below are for purposes of illustration. An employee who believes she/he has been injured or abused in this manner by another employee or member of the public while conducting City business should follow the City's reporting procedure even if the act does not appear to fall into one of the following examples of violent acts and threats:
- Any suspicious or unauthorized person(s) on City property;
 - Threatening or intimidating communication, including mail, e-mail, telephone calls, faxes or verbal remarks;
 - Other acts by or against employees arising out of employment including harassment, intimidation, stalking, challenging another person to physical combat or fight, or any other action or conduct that implies the threat of harm;
 - Initiating physical combat or fighting through actions such as grabbing, pinching, or impeding, blocking or obstructing of movements, striking, punching, slapping, kicking, pushing or any other threatening physical actions;
 - Illegal possession, use, or threat to use a gun, knife or other weapon of any kind on City property, including parking lots, other exterior premises, in City vehicles, or while engaged in business activities with or for the City in other locations when such use violates this policy.
 - This provision does not apply to public safety personnel acting within the scope of their duties;
 - Other violations of this Policy.
- B. Conduct of City Business. When used to describe employee or contractor activity this phrase refers to activities that are directly job-related or that stem from job-related activities. When used to describe public activity, this phrase refers to business-related interaction between a member of the public and a City staff member.

- C. Workplace. The physical site where City business is conducted between the employee and other employees or citizens having business with the City.

Section 4: INCIDENT REPORTING PROCEDURES

Any employee who is the victim of any violent, threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a City employee or a non-employee, shall immediately report the incident as follows:

- A. IN CASES OF EMERGENCY – Dial 911 or 9-911;
- B. Notify their immediate supervisor or other appropriate person in the chain of command.

Appropriate person in the chain of command may include:

- Immediate Supervisor
- Division Manager/Superintendent
- Department Manager
- Administrative Services Manager
- City Manager
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If no one in the chain of command can be reached, the employee should report the incident directly to Administrative Services.

- C. Persons in the chain of command must upon notification by the employee:
- Quickly assess the situation and, if appropriate, dial 911 or 9-911, if not previously done.
 - Notify the Administrative Services and City Manager's Office immediately.
 - Notify the "Incident Management Team" immediately.

Section 5: INCIDENT MANAGEMENT TEAM

Acts or threats of violence will be investigated and responded to, as appropriate, by members of the "Incident Management Team." The Administrative Services Director will act as "Team Coordinator." The Team is responsible for evaluating and recommending a plan for handling the situation with regard to anyone who has been

reported to have demonstrated violent acts or conduct which constitute a threat in the workplace. In the event that there is concern for the safety of the perpetrator or the safety of others at the scene of the violent act, law enforcement may be called for assistance.

The team members may consist of the following individuals, or others deemed appropriate:

- Assistant City Manager
- Police Sergeant, Lieutenant or Commander
- Human Resources Manager
- Appropriate Department Manager or Division Supervisor
- Mental Health Professional, when appropriate